

What is a Phantom Punch?

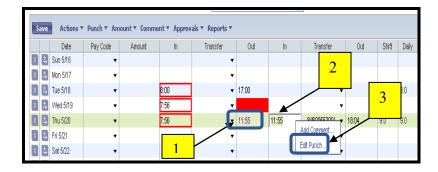
A Phantom Punch in TRS occurs when:

- An employee forgets to punch out for job one and clocks in for a secondary position
- When employee clocks out with a '2' instead of a '1'. '1' should be used to clock out for all positions.

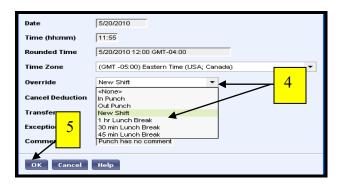
This causes TRS to insert a computer-generated purple punch that is called a **Phantom Punch**. This creates a continuous shift from the in-punch of the first job to the out-punch of the 2nd job or shift potentially causing an over payment. Below are instructions on how to correct this.

When you see a purple Phantom Punch that changes the employees shift time

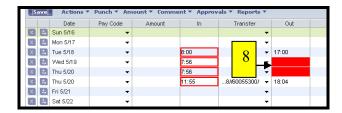
- 1. Phantom computer-generated punches will show up as purple in the time card
- 2. Right click on the **in-punch** for Job two
- 3. Select **Edit** punch



- 4. Click on the black arrow of the **Override** box and select an option
 - a. **In Punch** will move punch to start of shift
 - b. **Out Punch** will move punch to end of shift
 - c. New Shift will move punch to start of shift. This is helpful if it's for the next day
- 5. Select **OK**



- 7. When you are returned to the Timecard the purple Phantom Punch will be gone
- 8. A missed punch will be in its place



When you see a purple *Phantom Punch* that looks like it is clocking employee back into the secondary positions follow the instructions below

- 1. Determine what is the incorrect second transfer code is (it will be purple)
- 2. Delete the second purple transfer code and the correct black punch will move to the correct spot

